



DEPARTMENT OF THE ARMY
HEADQUARTERS, 15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5729

REPLY TO
ATTENTION OF:

ATZH-TB

26 June 2007

MEMORANDUM FOR RECORD

SUBJECT: 15th RSB Awards SOP

1. REFERENCES:

- A. AR 600-8-22 dated 11 December 2006
- B. Fort Gordon Policy dated 15 October 2003

2. PURPOSE: To establish policies and procedures governing the awards program of the 15th Regimental Signal Brigade and to provide tangible recognition for meritorious service or achievement.

3. SCOPE: This SOP applies to all organizations and sections of this command.

4. RESPONSIBILITIES:

- a. Brigade S-1 has overall staff responsibility for the awards program.
- b. Battalion and Company Commanders will ensure that every recommendation is fairly judged and processed.
- c. All supervisors and commanders will ensure that deserving Soldiers are recommended for awards.

5. PROCEDURES:

- a. Award recommendations will be prepared in IAW AR 600-8-22.
- b. Identify the unit of assignment in block 7. Include branch of service in block 9.
- c. Army Achievement Medal (AAM), Army Commendation Medal (ARCOM) and Meritorious Service Medal (MSM) citations are limited to six (6) lines in length. Include Soldier's duty title/position for unit or section in the first sentence of the proposed citation in item

21. The second, third, and fourth sentences should reflect the Soldier's personal achievement. The final sentence should begin with "Rank Last Name's outstanding duty, performance, and dedication..."

d. Listed achievements for retirement awards for periods of service longer than that served at the recommending command are limited to the last 10 years.

e. When preparing LOM and higher awards, in item 21 write "See Attached". Type and attach a nine line, double spaced proposed citation on plain bond paper (8 ½ by 11 inch) for the LOM and Soldiers Medal (SM). Awards of the Distinguished Service Medal (DSM) and higher awards may be up to 19 lines. Include the Soldier's duty title in the first sentence.

f. Narrative description of meritorious service and achievement for the AAM, ARCOM, and MSM will be limited to bullet format in the space provided on the DA Form 638. Narrative justifications for all other awards higher than an MSM, will be limited to two (2) typed, double spaced page on plain bond paper (8 ½ x 11 inch) which will be added as an addendum to the recommendation. Achievement blocks 1-4 will be left blank on recommendation for LOM and above.

g. For LOM recommendations, opening sentence in "Narrative" and "Proposed Citation" should read "for exceptionally meritorious conduct in the performance of outstanding service/achievement." DO NOT USE "FOR EXCEPTIONALLY MERITORIOUS SERVICE."

h. The DA Form 638 will go through the chain of command with each intermediate authority making a recommendation. Comments are required for recommendations to downgrade or disapprove.

i. Final approval authority will complete block 26. The approval authority for the AAM is Battalion Commanders (LTC), for the ARCOM the Brigade Commander (COL), for the MSM the Commanding General, and for the LOM the Commander of TRADOC.

k. Battalion Commanders will determine the timeline for AAM recommendations. ARCOMs should arrive at Brigade a minimum of 30 days prior to the presentation date. MSMs should be at Brigade a minimum of 60 days prior to the presentation date and LOMs and higher awards 135 days prior to the award date (Note: A retirement LOM is due to the Brigade 105 days prior to the presentation date).

l. Recommendations requiring approval at TRADOC should arrive at that headquarters no later than 60 days before the desired presentation date. Recommendations that require approval at Department of the Army level should be submitted in sufficient time to reach TRADOC at least 90 days prior to the ending date.

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m. A letter of lateness will accompany awards that are not submitted within the required timeline. The letter of lateness will consist of a short memo explaining the reason for lateness as well as a signature from the supervisor of the individual recommended, Company Commander, BN S-1 or the BN Commander.

n. Battalion PACs will check award recommendations for format, completeness, spelling, grammatical structure, and ensure that FG Forms 266, 266-1, 266-2 and a copy of the orders, or an in lieu of orders statement are attached. If any one of the FG Forms 266 contain derogatory information, a statement/memorandum must be included which contains this information.

o. When submitting award packets to the 15th Regimental Signal Brigade S-1 for processing, Battalion Award Clerks will use transmittal records (DA Form 200) to account for the packets. In the remarks block (14) of DA Form 200, indicate race and sex of each individual being recommended for an award. Prepare DA Form 200 in duplicate to provide record copies for the 15th Regimental Signal Brigade S-1 and forwarding unit.

p. Award recommendations will be endorsed through command channels to approving Lieutenant Colonel (O-5) Commanders. This commander may disapprove ARCOM recommendations or downgrade them, and award the AAM instead. If disapproval is recommended on an ARCOM, the commander must state his/her reasons for disapproval in block I, of section 22, DA Form 638.



FRANK G. PENHA
COL, SC
Commanding

DISTRIBUTION:
B

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Requirements and Time Lines for 15th Regimental Signal Brigade Awards

AAM/ARCOM (ACH or IMPACT)

There is so specified time for Achievement of Impact awards DA Form 638

Personal Data Sheet

Profile (if applicable)

Body Fat worksheet (not more than 6 months old) (if applicable)

AAM/ARCOM (ETS, PCS, and SVC)

Due to Brigade 30 days Prior to Requested Date of Presentation DA Form 638

Personal Data Sheet

Copy of Orders or Assignment Instructions

Body Fat worksheet (not more than 6 months old) (if applicable)

Profile (if applicable)

Letter of Lateness (if applicable)

Apology Letter (if applicable)

MSM (PCS, SVC)

Due to Brigade 60 days prior to Requested Date of Presentation DA Form 638

Personal Data Sheet

Copy of Orders or Assignment Instructions

Body Fat worksheet (not more than 6 months old) (if applicable)

Profile (if applicable)

Letter of Lateness (if applicable)

Apology Letter (if applicable)

ERB/ORB

MSM (RET)

Due to Brigade 60 days prior to Requested Date of Presentation DA Form 638

Personal Data Sheet

Copy of Orders or Assignment Instructions

Body Fat worksheet (not more than 6 months old) (if applicable)

Letter of Lateness (if applicable)

Apology Letter (if applicable)

Profile (if applicable)

Request for Overweight waiver (if applicable)

ERB/ORB

LOM (PCS)

Due to Brigade 135 days prior to Request Date of Presentation DA Form 638

Personal Data Sheet

Copy of Orders or Assignment Instructions

ERB/ORB

“Voice of Victory!.....Faithful Service!”

Narrative (not to exceed 2 pages, 12pt font, double spaced)
Proposed Citation (not to exceed 9 lines)
Combined Arms Center Military Award Worksheet
Copy of APFT (not more than 12 months old)
Body Fat worksheet (not more than 6 months old) (if applicable)
Profile (applicable)
Letter of Lateness (if applicable)
Apology Letter (if applicable)

LOM (RET)

Due to Brigade 105 days prior to Request Date of Presentation DA Form 638
Personal Data Sheet
Copy of Orders or Assignment Instructions
ERB/ORB
Narrative (not to exceed 2 pages, 12pt font, double spaced)
Proposed Citation (not to exceed 9 lines)
Combined Arms Center Military Award Worksheet
Copy of APFT (not more than 12 months old)
Body Fat worksheet (not more than 6 months old) (if applicable)
Profile (if applicable)
Letter of Lateness (if applicable)
Apology Letter (if applicable)

“Voice of Victory!.....Faithful Service!”

Guidelines for Supporting Document (Cont.)

Profiles

A DA Form 3349 (profile will be included if APFT data is over a year old. It must also state that service member is not allowed to take an APFT. If the service member can perform an alternate event then they must have updated APPT information. (No exceptions)

Body Fat Worksheet

A DA Form 5500-R/5501-R will be included if service member does not meet the Height and weight standard prescribed in AR 600-9. The remarks section will state if the service member is in compliance with Army Standards.

Orders

A copy of orders will accompany all award requests. If service member has not received orders yet, an EDAS statement or an email containing course information / school date will be accepted. The print out from ASK can also be used in lieu of orders.

Letter of Lateness

A letter of lateness in memorandum format from the Company Commander, Battalion Commander or Battalion Command Sergeant Major will accompany all awards that do not meet the timeliness suspense to 15th Signal Brigade S-1. (No exceptions)

Apology Letter

An apology letter will accompany all award requests if the service member is due to depart before their award will be processed. The letter will be in civilian/business format. (See AR 25-50, Fig 3-1)

The following Supporting Documents are for LOM award recommendations only.

Narrative

The narrative will be 12pt, Times New Roman, double space, and will not exceed two pages.

Updated ERB/ORB

Combined Arms Center Military Award Worksheet

Senior Leader Officer/Enlisted Comments are mandatory for Enlisted and optional for Officer service members being recommended for LOMs.

Proposed Citations

Proposed Citations will be typed in all capital letters, 10/12 pt Times New Roman, double spaced and not to exceed 9 lines.

APFT Card

A current DA Form 705 will accompany all LOM award recommendations. The APFT card will be within the last 12 months, a record APFT and all the height/ weight data will be filled out.

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RECOMMENDATION FOR AWARD

For use of this form, see HQDA Letter 600-06-1; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO CDR, USASC&FG FORT GORDON, GA 30905	2. FROM CDR, HQ & A CO 73D ORD BN FORT GORDON, GA 30905	3. DATE (YYYYMMDD) 20070419
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PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) BUCHANAN, HELENA L.	5. RANK SSG	6. SSN [REDACTED]
7. ORGANIZATION HQ & A CO, 73D ORD BN FORT GORDON, GA 30905	8. PREVIOUS AWARDS AAM-8, ARCOM-4, MSM-1 ✓	
9. BRANCH OF SERVICE U.S. Army	10. RECOMMENDED AWARD MSM 1OLC ✓	11. PERIOD OF AWARD a. FROM 20050516 b. TO 20070629

12. REASON FOR AWARD

12a. INDICATE REASON PCS	12b. INTERIM AWARD IF YES, STATE AWARD GIVEN YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20070626
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PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) BROOKS, ANDRAN A.	15. ADDRESS HQ & A CO, 73D ORD BN FORT GORDON, GA 30905
16. TITLE/POSITION 94F COURSE NCOIC	17. RANK SFC
18. RELATIONSHIP TO Awardee SUPERVISOR	
19. SIGNATURE <i>[Signature]</i>	

PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)

20. ACHIEVEMENTS

ACHIEVEMENT #1

SSG Buchanan served as the Equal Opportunity Representative for the 73rd Ordnance Battalion. Her attention to detail and dedication to the mission enabled her to receive eight commendables during her tenure for the Training and Doctrine Command, Post and Brigade Command Inspections. She established herself as a subject matter expert in the area of Equal Opportunity. As a direct result of her leadership, the 73d Ordnance Battalion was recognized as having the best Equal Opportunity Program in the 15th Signal Brigade.

ACHIEVEMENT #2

SSG Buchanan displayed outstanding commitment while serving as an Instructor/Writer by becoming proficient in all 12 annexes which lead to her selection over 28 Instructors as the Training Developer/Writer for the Computer/Detection Systems Repairer Course. She applied her subject matter knowledge and experience to the analysis, design, development and validation for the course Program of Instruction and lesson plans. She also mentored six others to earn their Associate Instructor Level and Instructor Level certifications.

ACHIEVEMENT #3

SSG Buchanan's role as an Instructor Cadre for six Warrior Training Exercises and Convoy Live Fire Exercises (WTX/CLFX) was immeasurable. Her tactical expertise and knowledge of small unit tactics and Direct Support field operations contributed greatly to the development and experience of over 360 soldiers. Her responsibilities for supervising and executing multiple tasks and her untiring efforts provided the soldiers with a tough, safe and battle focused training environment.

ACHIEVEMENT #4

SSG Buchanan trained over 1000 soldiers, civilians and international students, giving them the technical skills required to ensure they will successfully complete any Computer/Detection Systems repairer mission. Her dedication to duty enabled her to maintain a 99 % first-time go rate for all classes. She is consistently recognized on the students end-of-course critiques for superb mentorship, professionalism and teaching abilities and was one of six selected to instruct the Army's new Joint Biological Point Detection System.

21. PROPOSED CITATION

FOR EXCEPTIONAL MERITORIOUS SERVICE WHILE ASSIGNED AS TRAINING DEVELOPER/WRITER FOR THE 94F COMPUTER/DETECTION SYSTEMS REPAIRER COURSE. SSG BUCHANAN'S ATTENTION TO DETAIL AND DEDICATION TO THE MISSION ENABLED HER TO RECEIVE EIGHT COMMENDABLES ON THE TRAINING AND DOCTRINE COMMAND, POST AND BRIGADE EQUAL OPPORTUNITY COMMAND INSPECTIONS. SHE MENTORED SIX INSTRUCTORS TO EARN THEIR ASSOCIATE AND INSTRUCTOR LEVEL CERTIFICATIONS. SSG BUCHANAN'S EXCEPTIONAL PERFORMANCE OF DUTY REFLECTS GREAT CREDIT UPON HERSELF, THE 73D ORDNANCE BATTALION, AND THE UNITED STATES ARMY.

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.


1. TO Commander, USASC&FG Fort Gordon, GA 30905		2. FROM Office, Chief of Signal Fort Gordon, GA 30905		3. DATE (YYYYMMDD) 20070302	
PART I - SOLDIER DATA					
4. NAME (Last, First, Middle Initial) McGovern, Kathryn M		5. RANK MSG		6. SSN [REDACTED]	
7. ORGANIZATION HHC, 15th Regimental Signal Brigade Fort Gordon, GA 30905		8. PREVIOUS AWARDS AAM-2, ARCOM-3, JSAM-2, JSCM-1, MSM-2, MSM-1			
9. BRANCH OF SERVICE Army		10. RECOMMENDED AWARD MSM IOLC		11. PERIOD OF AWARD a. FROM 19970801 b. TO 20070731	
12. REASON FOR AWARD					
12a. INDICATE REASON RET		12b. INTERIM AWARD IF YES, STATE AWARD GIVEN YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20070518					
PART II - RECOMMENDER DATA					
14. NAME (Last, First, Middle Initial) Kent, Albert R.		15. ADDRESS HHC, 15th Regimental Signal Brigade Fort Gordon, GA 30905			
16. TITLE/POSITION Chief VI Staff NCO		17. RANK SGM		18. SIGNATURE KENT, ALBERT, RAYMOND, 108437507	
19. RELATIONSHIP TO AWARD Supervisor					
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)					
20. ACHIEVEMENTS					
ACHIEVEMENT #1 MSG McGovern's 20 years of tactical and technical expertise combined with her proactive initiative enhanced the training of every visual information soldier she came in contact with and will have a positive impact on soldiers of the Signal Regiment for years to come. Her insight in IBM and Macintosh computer systems, multimedia software programs and television production equipment were instrumental in developing soldiers capable of performing flawlessly while serving in highly visible, demanding assignments.					
ACHIEVEMENT #2 Served as the primary Action Officer in the management, development and implementation of all issues concerning Signal Regiment's Visual Information (VI) MOS. Her exceptional management skills and attention to detail enabled her to identify and correct errors in recent Force Design Update of Psychological Operations that would have totally misaligned NCO numbers in accordance with the Average Grade Distribution Matrix mandated by the Army's GI. This action saves the Army more than \$170,000 annually.					
ACHIEVEMENT #3 As the Office Chief of Signal's Chief VI Career Management NCO for four Signal MOS, she ensured the Army's training requirements for initial entry visual information soldiers were developed at the Defense Information School to meet needs of Combat Camera and Psychological Operations in support of information operations now and in the future. Her continuous oversight of Joint Training Task Selection Boards and Course In-progress Reviews guarantees that the Army's VI soldiers will be extremely skilled.					
ACHIEVEMENT #4 MSG McGovern served successfully in numerous leadership positions such as NCOIC of Graphics and Reproduction Branch at the White House Communications Agency, NCOIC of Video Productions at the Defense Acquisition University, Visual Information Supervisor at the National Training Center and most recently as Chief VI NCO for the Signal Regiment. Her outstanding supervisory skills ensured soldiers were technically proficient and the visual information products they produced were of the utmost professional quality.					
21. PROPOSED CITATION For exceptionally meritorious service while serving in a variety of leadership and staff positions throughout her military career of more than 20 years culminating as Chief Visual Information Career Management NCO of the Signal Regiment. MSG McGovern's technical expertise and initiative greatly influenced the career progression of every soldier she supervised. Her significant contributions to the Visual Information Career Field have been instrumental in the Army leadership performing its mission and established a legacy for all visual information soldiers of the Signal Regiment to emulate. Her outstanding performance of duty and professionalism reflect great credit upon herself, the Signal Regiment, and the United States Army.					

POB 04 Apr 07

RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.

1. TO CDR, 15th Signal Brigade Fort Gordon, GA 30905		2. FROM CDR, HQ&A Co, 551st Signal Battalion Fort Gordon, GA 30905		3. DATE (YYYYMMDD) 10070701	
PART I - SOLDIER DATA					
4. NAME (Last, First, Middle Initial) BANKS, JASON L.		5. RANK SPC		6. SSN [REDACTED]	
7. ORGANIZATION HQ&A Co 551st Signal Battalion Fort Gordon, GA 30905		8. PREVIOUS AWARDS AAM-2, ARCOM-2, JSCM-1			
9. BRANCH OF SERVICE U.S. Army		10. RECOMMENDED AWARD ARCOM 2OLC		11. PERIOD OF AWARD a. FROM 20060310 b. TO 20070710	
12. REASON FOR AWARD					
12a. INDICATE REASON PCS		12b. INTERIM AWARD IF YES, STATE AWARD GIVEN		12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
				13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20070612	
PART II - RECOMMENDER DATA					
14. NAME (Last, First, Middle Initial) ASHTON, TERENCE R.		15. ADDRESS HQ&A Co, 551st Signal Battalion Fort Gordon, GA 30905			
16. TITLE/POSITION TRAINING/ OPERATIONS NCO		17. RANK SGT		18. SIGNATURE 	
18. RELATIONSHIP TO AWARDEE Supervisor					
PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts of service)					
20. ACHIEVEMENTS					
ACHIEVEMENT #1 SPC Banks received impeccable notoriety for his exceptional meritorious service while serving in Operations of Headquarters and Alpha Company, 551st Signal Battalion, Fort Gordon Georgia. SPC Banks assisted in training and development of procedures that significantly improved the handling of all personnel actions for more than 125 Soldiers. The determination of ensuring overall readiness in training and proper procedures set higher standards for the Company and Battalion.					
ACHIEVEMENT #2 SPC Banks received praise from B.G. Caslen for his instrumental service in the set up of the West Point Founders Day Dinner. Along with his exceptional efforts that played a vital role in the success of the Battalion's first Family Readiness Group Fall Dinner, SPC Banks coordinated entertainment and meals for over 150 family members and Soldiers. His attention to detail ensured that all audio/visual equipment was operational and that seating accommodations were provided to support this event.					
ACHIEVEMENT #3 SPC Banks directly trained three supervisors for success in Company Operations. He spent many long hours creating, updating and maintaining personnel, records which led to four commendable ratings in the Battalion Command Insection. He supervised over 50 Soldiers tasked to assist in the maintenance and beautification of the Battalion and Company areas. His regard to safety and outstanding dedication to duty resulted in zero injuries and the unit's recognition from the Post Commander and Post Sergeant Major.					
ACHIEVEMENT #4 SPC Banks has made a great contribution to his organization and the Army. He served in the EXODUS FY 06 Holding Company and assisted in ensuring all Soldiers meet their means of travel safely. SPC Banks oversees the Company's military vehicle readiness and ensured that all preventive maintenance and dispatching was done properly, which resulted in the safety of the Battalion Commander and Sergeant Major travel to Fort Meade Maryland and Warrior Leadership Course with zero incidents.					
21. PROPOSED CITATION FOR EXCEPTIONAL MERITORIOUS SERVICE WHILE SERVING IN OPERATIONS OF HEADQUARTERS AND ALPHA COMPANY, 551ST SIGNAL BATTALION, FORT GORDON GEORGIA. SPC BANKS ASSISTED IN THE TRAINING DEVELOPMENT OF PROCEDURES THAT SIGNIFICANTLY IMPROVED THE HANDLING OF PERSONNEL ACTIONS FOR MORE THAN 125 SOLDIERS. HIS OUTSTANDING DUTY PERFORMANCE AND DEDICATION REFLECT DISTINCT CREDIT UPON HIMSELF, THE 15th SIGNAL BRIGADE AND UNITED STATES ARMY.					